

ISLEHAM PARISH COUNCIL

Clerk: Mr Richard Liddington, The Beeches, 32 Mill Street, Isleham, Ely, Cambs. CB7 5RY
 Email: islehampc@gmail.com
 Chairman: Mr Richard Radcliffe

MINUTES OF THE PARISH COUNCIL MEETING HELD on

Monday 3rd July 2023

Those Present; Cllr D Beckett (DB), Cllr A Burn (AB); Cllr M Caffarelli (MC); Cllr A Dennis (AD) Cllr C Elmer (CE); Cllr A Noble (AN); Cllr G Preece (GP), Cllr R Radcliffe (RR)

Members of the public: 11 incl Cllr Goldsack (CCC) and Cllr Huffer (ECDC)

Quorum: 4

Clerk: Richard Liddington

		Action
23-24/068	APOLOGIES FOR ABSENCE LGA 1972s95	
	VBS, CC, PW	
23-24/069	DECLARATION OF INTEREST	
	Nil matters	
23-24/070	OPEN FORUM FOR PUBLIC PARTICIPATION (15mins)	
(a)	Mr Challis raised the need for: <ul style="list-style-type: none"> - the return to the Beeches lobby of the USAF plaque following the rooms recent re-decoration - additional volunteers for collecting the poppy appeal boxes 	Clerk Clerk
(b)	Mr & Mrs Palmer raised significant concerns regarding the rise in anti-social behaviour and other crimes within the village. See: 23-24/075	Clerk JH
23-24/071	TO APPROVE MINUTES OF MEETINGS HELD: Monday 3rd July	
	It was proposed by MC and seconded by DB to approve the above minutes UNANIMOUS	Clerk
23-24/072	MATTERS ARISING / CLERKS REPORT	
(a)	<u>Bloor Site Meeting Update (see appendix 2)</u> An update was shared from a recent meeting with the Bloor Homes adoption manager Concern continued to be expressed at the proposed state of the land to be transferred and this is to be taken up with the ECDC solicitor	Clerk
(b)	<u>Replacement Sprayer.</u> DB confirmed that this has been purchased and that initial belief is that this has been a good investment. It was proposed by MC and seconded by DB to dispose of an unrequired set of wheels which came as part of the purchase UNANIMOUS	DB
(c)	<u>Priory Car Park</u> It was noted that the resident in question continues to ignore written request to only park within bays but that this may be related to mobility issues. It was agreed to arrange a meeting to discuss this further with the person in question.	Clerk
(d)	<u>Skips</u> The clerk confirmed that further complaints have been made to the Environment Agency regarding the continuing presence of these skips. It was agreed to write to the EA to request an update on action being taken.	Clerk

(e)	<u>Sunnica</u> RR updated councillors on the above, including the fact that the JCCC have accepted Sunnicals proposals in relation to the (part) safeguarding of the USAF crash site	
23-24/073 COUNTY & DISTRICT COUNCILLORS REPORT & BUSINESS		
(a)	<u>County Councillors Report</u> MG reported that it remains a relatively quiet political time of the year but that: <ul style="list-style-type: none"> - he has worked with the clerk to hold CCC accountable for increases to the costs for the LHI on Fordham Road. - questions have been raised by residents regarding why Church Lane is not included in the proposed 20mph zones - the long-awaited rural roads report is due this week and expressed his hope for plans to address all main access roads to the village - a recent grip cutting report which excluded Isleham from impending action, wasn't actually relevant anyway! - he continues to pursue Hall Barn Rd /Nature Reserve Footpath 	Clerk Clerk
(b)	<u>District Councillors Report</u> Nil matters	
23-24/074 PLANNING MATTERS		
(a)	Planning Applications: <u>DC/23/1064/HH</u> Householder planning application - a. install one side dormer; b. insertion of four roof lights. Location 19 Isleham Marina, Kingfisher Fen Bank West Row Suffolk. Mr And Mrs Paul Bowler No objection	Clerk
	<u>23/00816/TRE</u> G1 Sycamore x4 - Remove due to proximity and potential to damage to locally important clunch wall. Willing to replant with more suitable tree species. The Corner House 13 Robins Close Isleham No objection	Clerk
(b)	Planning Approvals 23/00625/TRE T1 Sycamore - Reduce crown by 3m all over. T2 Sycamore - Remove 20 Robins Close Isleham 23/00514/FUL Proposed external porch. 9 Beech Close Isleham Appeal decision: APP/V0510/W/22 The High House, 41 Mill Street, Isleham Appeal A Ref: APP/V0510/W/22/3300435 1. The appeal is allowed and planning permission is granted for the two bed annexe outbuilding to be used as a separate 2-bed dwelling house. Alterations to front boundary walls including repair works, reinstating of coping stone, railings and entrance gate at The High House, 41 Mill Street, Isleham, Cambridgeshire, CB7 5RY in accordance with the terms of the application, Ref 22/00282/FUL, dated 5 March 2022, subject to the conditions in the attached schedule 1. Appeal B Ref: APP/V0510/Y/22/3300436 2. The appeal is allowed and listed building consent is granted for the two bed annexe outbuilding to be used as a separate 2-bed dwelling house. Alterations to front boundary walls including repair works, reinstating of coping stone, railings and entrance gate at The High House, 41 Mill Street, Isleham, Cambridgeshire, CB7 5RY in accordance with the terms of the application, Ref 22/00312/LBC, dated	
(c)	Planning Refusals	
(d)	Other Planning Matters	
23-24/075 POLICE MATTERS		
	The following crime data for May 2023 was shared with councillors.	

	<p>There were 5 reported crimes:</p> <ul style="list-style-type: none"> - Vehicle crime x1 - Violence and sexual offence x1 - Vehicle crime x1 - Other theft x1 - Antisocial behaviour x1 <p>A long discussion was held in relation to the points raised under 23-24/070. It was suggested that this needs a multiagency response.</p> <p>It was therefore proposed by DB and seconded by AB that Cllr Mark Goldsack organise a public meeting to consider this matter further and to specifically invite relevant key agencies.</p> <p style="text-align: right;">UNANIMOUS</p>	MG
23-24/076	PLAY AREA & SKATEPARK	
(a)	<p><u>Wicksteed Report February 2023</u></p> <p>It was noted that two minor repairs were identified in the recent report and that Mr Wilding has these in hand</p>	
(b)	<p><u>Play Area Tunnel</u></p> <p>It was noted that repairs are required to the above piece of equipment and that a tender has been sought from Sam Earl to go alongside those from Wicksteed engineering.</p>	
23-24/077	RECREATION GROUND MATTERS	
(a)	<p><u>Tractor Shed</u></p> <p>It was agreed to pursue tenders to extend the tractor shed. Initial enquiries suggest prices should be in the region of £12.5k Key proposals include:</p> <ul style="list-style-type: none"> - the shed will double in size - planning permission may be required - the extension will be for the sole use of IPC and will enable the storage and easy access of the new tractor, fertiliser, verti-drainer etc - IPC space vacated in the existing shed will become available for current / new tenants - positioning and access to the new section will be via the Bloor land - Bloor have raised no objection to this proposal 	DB
(b)	<p><u>Recreation Ground Perimeter Fence</u></p> <p>It was noted that</p> <ul style="list-style-type: none"> - ECDC are still to confirm our request to position this new fence within their portion of new land - three tenders have been received to date for the installation of a 300m length of fence between the Boundary House and the start of the new Bloor fence. <p>It was proposed by DB and seconded by AD that subject to clarification on the proposed fencing being equivalent in design and construction to that already installed adjacent to the Bloor land to commission SP landscapes to supply and install this fence at a cost of £12k</p> <p style="text-align: right;">UNANIMOUS</p>	Clerk
(c)	<p><u>Recreation Ground Hedge</u></p> <p>It was proposed by DB and seconded by MC to commission John Allen to cut the 300m perimeter hedge identified above at a total cost of £1k</p> <p style="text-align: right;">UNANIMOUS</p> <p>It was also agreed that the Environmental Working Party meet with the Recreation Ground Working party to further consider proposals to strip out and replace identified</p>	Clerk DB

	species of hedge which might cause physical harm to users of the recreation ground or damage to footballs	AB
(d)	<u>2024 Village Gala</u> It was proposed by GP and seconded by CE to approve a request to hold the 2024 gala on Saturday 6th July UNANIMOUS	Clerk
(e)	<u>Independent Football Club Request</u> It was proposed by MC and seconded by DB not to agree to a written request from a local resident to use the recreation ground by a newly established football team UNANIMOUS	Clerk
(f)	<u>IUYFC 2024 Football Tournament</u> It was proposed by GP and seconded by MC to agree to a written request from IUYFC to hold their annual tournament on Saturday 18th and Sunday 19 th May 2024. UNANIMOUS It was also agreed to ask the club to ensure that no further matches or training take place on the rec after this date to enable the pitches to recover	Clerk Clerk
(g)	<u>ICE Tug of War</u> It was proposed by GP and seconded by CE to approve a request from ICE to hold a tug of war event on the recreation ground on Sunday 27 th August UNANIMOUS	Clerk
23-24/078 CEMETERY & CHURCHYARD MATTERS		
	<u>Burials</u> It was proposed by DB and seconded by GP to approve the burial of AC UNANIMOUS	Clerk
23-24/079 ICA REPORT/THE BEECHES		
(a)	<u>Trustee Report</u> . Matt Tarver stated: <ul style="list-style-type: none"> - no significant financial matters to report - a youngster has been seen on the roof of the Beeches (accessed via climbing on IUYFC goal posts) Clarification was also given that: <ul style="list-style-type: none"> - repairs to the gable end cladding are scheduled to take place at the end of August / early September - charges / repairs to the shower are technically the responsibility of ICE - IPC are responsible for a repair to the external door near the changing rooms 	Clerk
(b)	<u>ICA Representative</u> It was proposed by DB and seconded by GP to approve the nomination of Marco Caffarelli as an additional trustee on ICA UNANIMOUS	
(c)	<u>Solar Panels</u> AD reported that a proposal to divert energy from the solar panels to heat water (rather than sell to the National Grid) is unfortunately not a technical viable option	
23-24/080 MONTHLY FINANCIAL MATTERS		
(a)	<u>Pay Accounts – see appendix 3</u> It was proposed by MC and seconded by DB to approve the above accounts UNANIMOUS	RFO
(b)	<u>To Approve Bank Reconciliation for June 2023 – see appendix 4</u> It was proposed by DB and seconded by CE to approve the above reconciliations UNANIMOUS	RFO
(c)	<u>Dunstall Charity Grant</u> AB questioned how IPC might better promote the availability of the above grant. It was agreed to promote this cause more regularly than is historically the case and to	

	<ul style="list-style-type: none"> - focus on point 5 of the grant criteria (possible uses of the grant) - consider forms of social media over/above the existing occasional posting on Facebook 	Clerk
(d)	<p><u>Letting charge</u></p> <p>It was noted that a recently held, two-day football camp organised by ICE/IUYFC had been held on the recreation ground without any communication with IPC or recognition that IPC charge for such activities. Apologies were received for this oversight.</p> <p>It was proposed by GP and seconded by MC to:</p> <ul style="list-style-type: none"> - wave the associated charges in this instance - write to the respective parties to ensure they are aware of expectations and to seek their support in relation to matters raised under 077(b) and (c) <p style="text-align: right;">UNANIMOUS</p>	Clerk Clerk
23-24/081 HIGHWAYS/FOOTPATH MATTERS		
(a)	<p><u>LHI</u></p> <p>It was noted that our 2023 application for traffic calming measures on Pound Lane / Prickwillow Rd had been successful.</p> <p>Consideration was also given to correspondence from CCC regarding a proposed increase in charges to IPC associated with our successful 2022 application for works to Fordham Rd. It was agreed to</p> <ul style="list-style-type: none"> - further question CCC over the amount of this proposed increase. - Involve the Highways Working Party in the positioning of both sets of measures 	Clerk RR
(b)	<p><u>VAS Signs</u></p> <p>Further consideration was given to the possible purchase of solar powered VAS signs, An initial tender price of £3133 per sign as been gained from Morelock signs</p> <p>It was agreed to:</p> <ul style="list-style-type: none"> - seek 2x further tenders - establish if grants (other than LHI) might be available for such purchase 	Clerk Clerk AD
(c)	<p><u>Adopt a Bench Request</u></p> <p>It was proposed by DB and seconded by MC to approve a request from Mrs Carrington to adopt the newly installed bench at junction of Waterside and Sun Street in memory of her husband, at a charge of £902</p> <p style="text-align: right;">UNANIMOUS</p>	Clerk / RFO
(d)	<p><u>Boundary House Lamppost</u></p> <p>It was proposed by GP and seconded by DB to commission Nick Sharp to undertake the cutting back of leaves and branches inhibiting light from a lamppost adjacent to The Boundary House on Fordham Rd. (the tree emanating from the recreation ground)</p> <p style="text-align: right;">UNANIMOUS</p>	Clerk
23-24/082 PARISH COUNCIL POLICY UPDATES AND REVIEW		
(a)	<p><u>Finance Working Party Meeting see appendix 5</u></p> <p>It was proposed by and seconded by to approve these minutes and to follow through on the various action points</p> <p style="text-align: right;">UNANIMOUS</p>	
(b)	<p><u>Revised Working Party Dates</u></p> <p>Confirmation was given of the following meeting dates:</p> <ul style="list-style-type: none"> - Wash Monday 31st July – Noon - Environment Monday 14th August (now includes VBS) - Highways Monday 21st August - Cemetery Monday 11th September - Recreation Ground Monday 18th September - Allotment – Monday 25th September 	

	<ul style="list-style-type: none"> - Beeches Trustees Monday 9th October - Finance Monday 16th October (evening) 	
23-24/083	CORRESPONDENCE/MATTERS FOR INFORMATION ONLY	
(a)	<u>Mr Peter Bishop Correspondence</u> Ongoing highways concerns from Mr Bishop were noted	
23-24/084	ALLOTMENT MATTERS	
	<u>Stable Proposal (MT)</u> Consideration was given to a request from Mr Tarver for the construction of a 12' x 12' stable on the Dunstall allotment plot numbers 50-58. It was noted that as this relates to housing livestock the normal rules associated with allotment sheds are not relevant. It was therefore proposed by MC and seconded by CE to approve this request UNANIMOUS	Clerk
23-24/085	ORCHARD MATTERS	
	Nil matters	
23-24/086	WASH MATTERS	
	<u>Working Party Meeting</u> Minutes from the recent meeting were shared. (see appendix 6) AB confirmed that he had made initial contact with the CCC officer and that some financial support will be available to purchase a replacement disabled access gate for the footpath	AB DB
23-24/087	EXCLUDED MATTERS	
	See separate (confidential) minutes	
23-24/088	DATE OF NEXT MEETINGS	
	Monday 4 th September	
	Monday 2 nd October	
23-24/089	AGENDA ITEMS FOR NEXT / FUTURE MEETING	
	Village Sign	

R. D. Liddington

Appendix 1 August Action

Agenda	Action Point	Responsible	Action undertaken
	Complete and distribute draft mins	Clerk	8.7 Completed
070a	Replace USAF plaque	Clerk	8.7 completed
072a	Contact solicitor re Bloor land	Clerk	8.7 emailed Magie Camp
072b	Dispose of sprayer wheels	DB	
072c	Contact priory resident re parking	Clerk	28.8 Letter sent requesting clarification
072d	Contact Env Agency re skips	Clerk	8.7 emailed EA with images and request for update
073a	Add Church Lane to Sept agenda (20 mph)	Clerk	Done
	Contact CCC re footpath delays	Clerk	8.8 emailed Rebecca Roper re delays
074	Submit planning responses	Clerk	8.8 Submitted
075	Organise Public Meeting Contact ECDC Behaviour team	MG JH	
077a	Pursue tenders for tractor shed	DB	
077b	Pursue tender price for boundary fence	Clerk	14.8 Email sent to councillors clarifying fence spec. Requested their approval. 28.8 Sought update from ECDC re-positioning
077c	Commission John Allen hedge cutting	Clerk	11.8 Confirmed via email
	Rec and Environment working parties meeting re boundary hedge	Clerk	8.8 Included on Env WP agenda
077d	Confirm Gala date	Clerk	8.8. Confirmed via email
077e	Respond to FC request	Clerk	8.8. Responded to request
077f	Confirm IUYFC tournament date and close season expectations	Clerk	8.8 confirmed via email
077g	Confirm - tug-of-war - Marco's appointment as trustee	Clerk	8.8 confirmed
078	Complete burial paperwork	Clerk	29.8 completed
079a	Org repairs to Beeches door	Clerk	8.8 emailed TW asking him to investigate and report 14.8 Site meeting with engineer. Office lock replaced await price for hall doors
080	Complete Pay accounts	RFO	
	Confirm fire alarm service period	RFO	Confirmed as three monthly invoice period
080c	Promote Dunstall Grant	Clerk	8.8 Posted on Facebook. 2 applicants Sept agenda
080d	Contact clubs re letting charge / rec ground support	Clerk	8.8 Emailed IUYFC/ CC'd to relevant councillors

081a	Contact CCC re LHI contribution	Clerk	14.8 Email sent to councillors clarifying costs. see Sept agenda
081b	Purse VAS prices	Clerk / AD	See Sept agenda
	Estab grant availability for VAS	AD	
081c	Confirm bench sponsorship & invoice	RFO	
081d	Commission Fordham Rd tree cutting	Clerk	Nick Sharp commissioned at £100
	Complete Fixed asset register	RFO Finance WP	
	Confirm official CiL criteria	RFO	
	Estab financial purchase order system	RFO	
	Amend finance policy - 4:1 from £500 to £1k - Councillor responsibilities	Clerk Clerk / RFO	Policy amended See Sept agenda
	Tender for projector	Clerk	29.8 Recommendations sought from the Ark
084	Confirm stable request	Clerk	11.8 Confirmed via email
086	Pursue tenders / liaise with Env Agency re wash works	AB DB	
Other	18.8 Email sent to ICC re repairs to nets		
	18.8 email sent to Dave M re installing electrical socket in tractor shed		
	18.8 emails sent to clubs re final dates for the cricket and football seasons		
	ICC letter – draft sent to RR 11.8.		
	Confirmed CCC Highways works FYI - Junction of Church St and Sun Street - Pothole repair - Pound Lane – Central road marking - Sun Street – Central road markings		
	29.8 Requested call back from Rodent contract company re tractor shed		
	29.8 Ordered additional posts and fixings for roll top fencing		
Carried forward from previous meetings			
035a	Organise and complete identified work at The Beeches: - Guttering - Block paving - Cracks - Service hatch - Wood stain	Clerk	Darren Murfitt. Site visit wb 14.8.23 Email sent to DH requesting site visit See Sept agenda
035a	Organise and complete identified work at The Beeches - Stain fencing - Reposition post box - Window clean - Wash patio	ICA	

032	Repairs to rope swing	TW	
251	Established ownership of parcel of verge on Church Lane		
255	Tree grant applications for Bloor land		See Sept agenda
257a	Proposals for concrete patio	ICE	

Appendix 2 Bloor Land - Site Transfer Meeting Wednesday 26th July

Bloor Site Meeting No ECDC officer present – sent 2nd email request for permission to install proposed fence 2m inside their new land questioned possible acquisition of land surrounding EY unit adj Fordham Rd (To prevent unnecessary delays I've also informed the ECDC solicitor of this possibility)

Issues raised:

- Frustration at lack of communication and delayed transfer of land
- Replace bolts for section of the fencing
- Gradients/uneven levels
- Stones and rubble
- Potential flooding near West St
- Loss of 200x Woodland Trust whips
- Proposals for EY land

Bloor adoptions manage response

- Will sort fence bolts
- Non-committal but will check documentation re expected standards
- Aiming for formal transfer by Christmas
- Will ensure removal of water pipe along boundary
- Estab any proposals for EY land incl possible transfer to IPC

As discussed in the meeting held on site and after discussing with colleagues please note the below in response to the queries you raised.

1. Regarding the levels to the gifted land. No levels drawings were planning approved for the area of open space, as agreed at your meeting with our Alex Clark the general levels are fit for purpose . Therefore, no further works will be carried out to adjust the levels in this area.
2. Soil, there is no agreed specification for the soil used. However as agreed on site I will arrange for a landscaper to clear any building debris showing on the surface.
3. Weed growth, as also agreed on site we will arrange for the area to be selectively treated prior to completion of the handover.
4. Fencing, this will be made secure using the correct fixings where applicable.
5. Early Years land, I can confirm at this time the land is being retained by ourselves and we are currently reviewing the options available to us but will keep in mind your interest.
6. The blue pipe will be removed this did indeed supply the compound with water.

You requested that you would like to construct tractor sheds in the north east corner of the land, Bloor homes have no issue with this but would not accept any liability for issues raised from your acts and omissions. You also requested that the ownership of the land on the north of the area be confirmed. The land is unregistered but appears to be part of that owned by 26a Mill Street.

Kind regards Calvin Nelson Road and Estates Adoptions Manager

Pay Accounts 7th August 2023

Payments made since last meeting									
Log	Payee	Invoice Date	Invoice Number	Item	Net	VAT	Total	Power	Payment
93	JCS Bookkeeping and Payroll	24/06/2023	1176	Salary Preparation June 2023	£66.80	£0.00	£66.80	LGA 1972 S112	PAID 10/07/2023
94	HMRC	24/06/2023		Salaries Tax/Ni June 2023	£160.86	£0.00	£160.86	LGA 1972 S112	PAID 10/07/2023
96	Smart Pensions	30/06/2023		Pensions June 2023	£97.10	£0.00	£97.10	LGA 1972 S112	DD 30/06/2023
100	Unity Trust	30/06/2023		Service Charge	£28.95		£28.95	LGA 1972 S112	DD 30/06/2023
106	Lloyds Bank	17/07/2023		Cartridges/ Zoom	£232.91	£45.98	£278.89	LGA 1972 S111	DD July
111	Isleham Parish Council	31/07/2023		Salaries July 2023	£2,195.87	£0.00	£2,195.87	LGA 1972 S112	PAID 31/07/2023
112	Anglia Sprayers	26/07/2023	120389	Gem Sprayer	£2,650.00	£530.00	£3,180.00	OSA 1906 S9 and S10	PAID
Paid Prior to Meeting							£6,008.47		
Payments to be made after this meeting									
	Payee	Invoice Date	Invoice Number	Item	Net	VAT	Total	Power	
95	Cam Alarms	26/06/2023	106371	Fire Alarm 3 Monthly Service	£129.45	£25.89	£155.34	OSA 1906 S9/S10 and LGA 1972 S214	
97	The Beeches	28/06/2023	7270	Changing Room Cleaning April-May 2023	£333.67	£66.73	£400.40	OSA 1906 S9/S10 and LGA 1972 S214	
98	East Cambridgeshire District Council	01/08/2023	3.08E+08	Non Domestic Rates 2023/25 South Side Cemetery	£30.00	£0.00	£30.00	OSA 1906 S9/S10 and LGA 1972 S214	
99	East	01/08/2023	9.08E+08	Non Domestic	£13.00	£0.00	£13.00	OSA 1906 S9/S10 and	

ISLEHAM PARISH COUNCIL

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	Cambridgeshire District Council			Rates 2023/25 North Side Cemetery				LGA 1972 S214	
101	S P Landscapes & Tree Contractors	30/06/2023	21956	Cutting Grass around Rec and Village	£996.02	£199.20	£1,195.22	OSA 1906 S9 and LGA 1972 S214	
102	Balfour Beatty	05/04/2023	140042	Maintenance Contract	£24.00	£4.80	£28.80	PCA 1957 S3 and HA 1980 S301	
103	Earl Contracting	11/07/2023	173	Recreation Ground Labour	£600.00	£120.00	£720.00	PHA 1875 S164	
104	Veolia	30/06/2023	1204376	Cemetery Bin Rental June	£105.90	£21.18	£127.08	LACO 1977/1986	
105	Veolia	30/06/2023	1204377	Cemetery Bin Excess Weight June	£6.12	£1.22	£7.34	LACO 1977/1986	
107	East Cambridgeshire District Council	03/03/2023	9.01E+08	Annual Bill for All Weather Sports Pitch	£0.00	£0.00	£0.00	OSA 1906 S9/S10 and LGA 1972 S214	
108	JCS Bookkeeping and Payroll	26/07/2023	1184	Salary Preperation July 2023	£52.50	£0.00	£52.50	LGA 1972 S112	
109	HMRC	31/07/2023		Salaries Tax/Ni July 2023	£110.00	£0.00	£110.00	LGA 1972 S112	
110	Tim Wilding	31/07/2023	Expenses	Fuel/Refuse Sacks/Mileage	£57.50	£10.42	£67.92	OSA 1906 S9 & S10 LGA 1972 S214	

Paid After Meeting £2,907.60

Total Expenditure £8,916.07

ISLEHAM PARISH COUNCIL

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Appendix 4 Bank Reconciliations

Unity Trust

Date: 03/07/2023	Isleham Parish Council	Page 1
Time: 11:20	Bank Reconciliation Statement as at 30/06/2023 for Cashbook 1 - Current Bank Account - New	User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current (710)	30/06/2023	124	46,619.14
Unity Trust Account (723)	30/06/2023	96	119,016.61
			<u>165,635.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			165,635.75
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			165,635.75
		Balance per Cash Book is :-	165,635.75
		Difference is :-	0.00

Redwood

Date: 03/07/2023	Isleham Parish Council	Page 1
Time: 16:21	Bank Reconciliation Statement as at 30/06/2023 for Cashbook 2 - Redwood Bank	User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Redwood Bank	30/06/2023	34	85,000.00
			<u>85,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,000.00
		Balance per Cash Book is :-	85,000.00
		Difference is :-	0.00

Finance Matters;

Fixed Asset register JH led a discussion on the need to update the Fixed Asset register in line with AGAR expectations. Key points being:

- Our current register identifies a value of £1.2m, almost exclusively in relation to our ownership of the Beeches
- There is a need to update our register to fully meet AGAR regulations
- Assessment is made using one of three criteria
 - o Known purchase price
 - o Known insurance valuation
 - o Unknown value – indicated by a nominal £1
- There is no requirement for us to include in any depreciation/appreciation in value
- Benches would need to be recorded individually, identifying their specific locations

The proposal that the lower limit for inclusion on the register is set at £500

Budget review: Key points being

- Budget currently stands at
 - o Income of £137k (6/12th received) of which
 - o Planned Expenditure of £137.5k (£39.5k spent to date / forecast expenditure of £98k)
 - o Current balance of £98k + £154CiL = combined balance of £240k
- Cash flow is broadly in line with expectations with no significant over expenditure, with the possible exception of recreation ground, which has incurred heavy costs already this year, largely in relation to fertiliser and grass
Reseeding
- Not aware of any further CiIL income (Havebury Housings plans for affordable housing will not result in any CiL)

We need to identify what CiL can officially be used for, plan accordingly so no possibility of clawback after the official five-year period

Finance Policy Review. Key points being:

- Section 3 includes the need to undertake a 3 year budget forecast. Although it was acknowledged that income and expenditure are difficult to predict it is important to develop this practice for long term financial management. It was agreed to undertake this review (incl salary reviews) each October
- The proposal that
 - o individual Working parties are given authority to pursue tender prices for projects without the need to get permission from full council. All projects and tenders however must be within the allocated budgets and still require full council approval before commissioning of works
 - o more regular finance working party meetings are held to review budgets and expenditure and keep the RFO better informed of possible projects and facilitate the need to potentially transfer money between codes (copies of budget to be circulated to councillors before each meeting)
 - o a purchase order system for all expenditure is established
 - o the max amount spent under 4.1 point 2 (emergency / nominal items) is increased from £500 to £1000

- appendix 1 is reviewed to ensure up-to-date councillor responsibilities for authorising all payments

Council Meeting Procedures

A long discussion was held over how the efficiency of monthly meetings might be improved.

DB suggested that the regulations regarding devolving more power to Working Parties would lead to increased regulations and therefore not an effective change to procedures.

It was agreed to:

- Fully read agendas, councillor notes and planning applications before each meeting and try to form opinions before meetings
- Respect the chairs authority in managing discussion points including that involving matters raised by the public
- Seek to make decisions on planning applications without unnecessary delays

It was proposed to:

- retain the existing working parties but strive to make them more proactive in
 - seeking tenders for identified projects, thus reducing the timeframe for completion of projects)
 - providing (where appropriate) written reports including tender prices, prior to each meeting therefore enabling councillors to make better informed decisions
- Seek written reports from County and District councillor for inclusion in councillors notes
- Switch to only printing agendas and notes ie not minutes / excluded minutes (except copies to be signed)
- Purchase a projector of our own

Clerk Vacancy

The Working group recognised the significant contribution of RL to improving the Council and for his support. RR and DB to review the JD and contract of the Clerk and prepare advertisement for the vacancy.

Appendix 6 Wash Working Party Meeting 31.7.23.

The Group met to inspect the access to the Wash at the kissing gate off Fen Bank. The access to the footpath has dropped and is very uneven. It was agreed that as a temporary measure local tree surgeons would be approached to place bark chippings around the kissing gate. In the longer term it is considered that a hard platform is required either side of the gate with improved access. The Environment Agency are undertaking a survey of the banks in this area, shortly, with the intention of repairing and building them up where required. It was agreed that the EA would contact D Beckett when the survey is being carried to meet with them so the WG can discuss options available.